BROOKS COUNTY OPEN RECORDS REQUEST

inspect	records law, I would lik _inspect and copy	obtain copies (please check one)
the following Brooks	County records:	
(in order to reduce a records you are requ		ing charges, please provide as detailed a description as possible of the
Please check one:		
	d that if the records car	three (3) business days of this request <u>if the records are available;</u> nnot be produced within three (3) business days, a timetable for their
are available; however		the copies within three (3) business days of this request <u>if the records</u> the records cannot be produced within three (3) business days, a o me; or
	w the documents within	n three (3) business days, but would like to review the documents by ed timetable); or
		s of the documents within three (3) business days, but would like to (insert desired timetable).
of search, retrieve, co lowest paid full-time first fifteen minutes t	opy and supervise access employee with the neces hat it takes to respond t	0-18-71, I may be charged administrative and copying fees for the cost is to the requested documents. This fee represents the hourly rate of the ssary skill and training to respond to my request, with no charge for the to the request. The charge for copies is generally \$.10 per page unless I copying and/or administrative costs incurred with fulfilling my open
If there are any quest (please insert daytim	tions about my request, e telephone number).	I may be contacted at: ()
Sincerely,		
Requestor		Date
	•	nted Name) dress)
Copies	\$	(Pages @ \$.10 ea.)
Research	\$	(Hours @ \$/hr.)
Total Cost	\$	TD 4
Receipt No.		Date: